



COPS Application

Community Oriented Policing Services

www.usdoj.gov/cops/

COPS Visiting Fellowship Program

Program Guidelines

U.S. Department of Justice

Office of Community Oriented Policing
Thomas C. Frazier, Director

The following application is designed for individuals who are interested in applying for an appointment as a COPS Visiting Fellow.

For more information, call the U.S. Department of Justice Response Center at 1-800-421-6770.

U.S. Department of Justice
Office of Community Oriented Policing Services
1100 Vermont Avenue NW
Washington, DC 20530

(For overnight delivery, please use 20005 as the zip code)
Internet web site: <http://www.usdoj.gov/cops/>

Application Due Date: May 15, 2000

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Program Guidelines

Overview

The United States Department of Justice, Office of Community Oriented Policing Services (COPS) has been charged with the implementation of the Public Safety Partnerships and Community Policing Act of 1994. Under this law, the COPS Office will provide grants, cooperative agreements, and technical assistance to increase police presence, to improve police and community partnerships designed to address crime and disorder, and to enhance public safety. These grants will help agencies develop new and innovative approaches to solving community problems. A wide variety of policing programs are supported under this law.

The Visiting Fellowship Program supports training and technical assistance, research, program development and policy analysis that contribute to the use and enhancement of community policing to address crime and related problems in communities across the country.

Community Policing

Community policing is an integral part of addressing crime in the nation's cities, towns and rural areas. Community policing stresses the importance of collaborative problem solving between police and citizens to reduce crime and improve the quality of life in America. The community is an active partner with police in defining and understanding the problems that are addressed, the tactics used, and the measurement of success.

Community policing brings the police and the community into a closer working relationship. It calls for greater citizen responsibility and is an opportunity for citizens to contribute individually and collectively to public safety and the quality of life in our communities. At the same time, it enhances police professionalism by giving officers the skills, technology and motivation to solve community problems innovatively. In many cases community policing also calls for a restructuring of police agencies and changes in management to make full use of department and community resources.

This approach is dependent upon an effective flow of information from sources inside and outside of the law enforcement agency. To be successful at community policing, the law enforcement agency should use this feedback to become more effective and equitable in its service delivery. This informed flexibility should allow law enforcement agencies to become more responsive both to members of the community and to officers.

Community policing can change the way crime is controlled. The ultimate goal is to maintain public safety in communities through better police work, while increasing the public's interaction and satisfaction with police services.



The Visiting Fellowship Program is intended to offer researchers, law enforcement professionals, community leaders, and legal experts an opportunity to undertake independent research, program development activities, and policy analysis designed to:

- 1) improve police-citizen cooperation and communication;
- 2) enhance police relationships within the criminal justice system, as well as at all levels of local government;
- 3) increase police and citizens' ability to innovatively solve community problems;
- 4) facilitate the restructuring of agencies to allow the fullest use of departmental and community resources;
- 5) promote the effective flow and use of information both within and outside of an agency;
- 6) improve law enforcement responsiveness to members of the community.

Visiting Fellows will study a topic of mutual interest to the Fellow and the COPS Office for up to 12 months. Fellows will contribute to the development of community policing programs that are national in scope. (Residence in Washington DC, is not required, but visits to the COPS Office are encouraged.)

Two types of fellowships are available:

- 1) Community Policing Training and Technical Assistance Fellowships; and
- 2) Program/Policy Support and Evaluation (PPSE) Fellowships.

Community Policing Training and Technical Assistance Fellowships

These fellowships offer police practitioners and community leaders the opportunity to participate in a community policing training program that is national in scope. Fellows will work to broaden their knowledge of a training area that is directly related to community policing. The experience is intended to encourage the further development, enhancement, or renewed exploration of a particular training expertise that supports community policing. Fellows will deliver this expertise innovatively as well as provide technical assistance to others. Fellows will interact regularly with staff from the COPS Office; the Community Policing Consortium; national police groups; other components of the Department of Justice; and with representatives of tribal, state, and local police.

These fellowships offer police practitioners and community leaders the opportunity to pursue initiatives designed to:

- Improve police-citizen cooperation and communication;
- Enhance police relationships within the criminal justice system, as well as at all levels of local government;
- Increase police and citizens' ability to solve community problems innovatively;



- Facilitate the restructuring of agencies to allow the fullest use of the departmental and community resources
- Promote the effective flow and use of information both within and outside of an agency
- Improve law enforcement responsiveness to members of the community

Applications are encouraged from:

Community Policing Practitioners – Individuals who have reached the middle or upper levels of management in a law enforcement agency and who have demonstrated expertise in community policing training. Training and technical assistance expertise can be in a specific area, such as developing a citizens' police academy, or it can be broader-based, such as training all levels of management to implement community policing. The focus of training and technical assistance must embody the philosophy and values of community policing.

Community Leaders – Individuals who are leaders in local government or community organizations and who have worked closely with police departments in efforts to control crime and improve the quality of life in the community. Applicants should demonstrate a commitment to community policing, including collaborative problem solving and police-community partnerships.

Program/Policy Support and Evaluation (PPSE) Fellowships

These fellowships offer police practitioners, researchers, and policy analysts the opportunity to support innovative community policing programs, to engage in activities to assess the effectiveness of community policing approaches, and to apply policy analysis skills to support the advancement of community policing nationwide. The experience is intended to encourage the further development, enhancement, or renewed exploration of program, policy, and evaluation issues that support community policing. This work will be shared with policy makers and practitioners through a variety of forums. Fellows will regularly interact with members of the COPS staff; national police groups; other components of the Department of Justice (including the National Institute of Justice); research organizations; and with representatives of tribal, state, and local police.

Applications are encouraged from:

Community Policing Practitioners – Individuals who have provided leadership with respect to community policing issues within a policing agency. Candidates should have expertise in the areas of program development, policy analysis, publication development, and/or evaluation.

Community Leaders – Individuals who are leaders in local government or community organizations and who have worked closely with police departments in efforts



to control crime and improve the quality of life in their community. Applicants should demonstrate a commitment to community policing, including collaborative problem solving and police-community partnerships.

Researchers – Applicants should have a broad and extensive level of research and evaluation experience. Researchers are usually drawn from college and university faculties, although individuals involved in research through other organizations are also eligible to apply. Advanced graduate degrees are generally required of these applicants and preference will be given to those individuals who have demonstrated expertise in community policing.

Policy Analysts – Applicants should have a demonstrated level of experience and expertise in legal research or policy analysis. They may be practitioners or academics depending on the project. An advanced graduate degree or a law degree is generally required of these individuals.

Eligibility Requirements

Under the Visiting Fellowship Program, the COPS Office may award grants or enter into cooperative agreements with individuals, public agencies, colleges or universities, nonprofit organizations, and profit-making organizations willing to waive their fees. The selection process is expected to be highly competitive.

Permissible Use of Funds

Grants or cooperative agreements under the Visiting Fellowship Program may support salary, fringe benefits, travel and miscellaneous supplies or equipment essential to the project. Reasonable costs for research assistants or support staff will also be considered. Reasonable relocation expenses and the cost of temporary housing may also be permitted in cases of relocation from a Fellow's permanent residence. Indirect costs generally are not allowable and requests for such support will be closely scrutinized by the COPS Office.

Length of Award and Grant Amounts

The duration of Visiting Fellowship Program grants or cooperative agreements is up to 12 months.

The total grant amounts are contingent upon the quality of the proposals, duration of the fellowship, personnel costs for the Fellow, and other budgeted project costs. The COPS Office has placed no specific limitations on award amounts. Proposed budgets are subject to negotiation prior to final award.



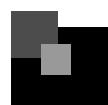
How to Apply

- All applicants must complete a COPS Visiting Fellowship Program Application Form and have the appropriate officials sign the form. A current resume or curriculum vitae must accompany the application. Should an applicant need to take a leave of absence from his/her current employer, a letter from the chief executive officer of the agency must also accompany the application. Applications must be postmarked by April 17, 2000.
- Applicants should carefully read the Administrative Requirements, on pages 7 - 9. Applicants must review the Assurances and Certifications forms, have the appropriate officials sign both to indicate your compliance with these requirements, and return these forms with your application. Applicants who have reportable lobbying activities are also required to sign and return the Disclosure of Lobbying Activities form.
- Applicants must complete the Budget Worksheet form.
- All of the necessary forms must be typewritten. All of the required materials should be clipped with a binder clip and not otherwise bound. Narrative portions of the application should be double-spaced, typewritten and printed on one side of 8 1/2" by 11" paper. Narratives may not exceed 10 pages. Applicants are discouraged from including other materials beyond what is required. Letters of support are not required and will not be considered in selection decisions. Video presentations are not permitted.
- Send one original and two copies to the COPS Office, Attn: Visiting Fellowship Program, Department of Justice, 1100 Vermont Avenue, Washington DC 20530 (20005 for express service). Applications must be postmarked by April 17, 2000, to be accepted. Faxed copies will not be accepted.

Technical Assistance

Technical assistance is available to applicants at no cost. Assistance with completing this application may be obtained from the U.S. Department of Justice Response Center at 1-800-421-6770. Written inquiries may be sent to the COPS Office, Attn: Visiting Fellowship Program, Department of Justice, 1100 Vermont Avenue, Washington DC 20530.

Guidance regarding financial and administrative aspects of the grant process may also be obtained by consulting the Office of Justice Programs' OC Financial Guide, which is available at no cost from the Department of Justice Response Center at 1-800-421-6770.



Adm inistrative Requirements

Award Funds Must Supplement and Not Supplant

Award funds may not be used to replace state or local funds (or, where applicable, funds provided by the Bureau of Indian Affairs) that would, in the absence of Federal aid, be available or forthcoming to the applicant organization. An award recipient may not use Federal award funds to defray any costs that the recipient is already obligated to pay.

The possibility of supplanting will be the subject of careful application review, possible pre-award review, and post-award monitoring and audit. Any supplanting of non-Federal funds with COPS award funds is grounds for potential suspension or termination of award funding, recovery of funds already provided, and other civil or criminal sanctions.

Certifications: Lobbying, Debarment, Suspension and Other Matters; Drug-Free Workplace; and Coordination and Nonsupplanting Requirements.

Applicants should refer to the two-page Certifications form to determine the certifications to which they are required to attest. Applicants should also review the instructions for certification included in the regulations referred to in the certification form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Requirements for Drug-Free Workplace (Grants)," and with the nonsupplanting requirement of the Public Safety Partnership and Community Policing Act of 1994. The certifications will be treated as a material representation of fact upon which reliance will be placed by DOJ in making awards. The Assurances and Certification forms must be signed and returned as part of a complete COPS Visiting Fellowship Program application.

State Single Point of Contact

Executive Order 12372 requires applicants from state and local units of government, or other organizations or individuals providing services within a state, to submit a copy of the application to the state Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. The SPOCs are listed at the end of these program guidelines. Applicants must contact their state SPOC to determine if the program has been selected for state review and, if so, comply with the state requirements prior to submission or at the same time as the proposal is submitted to the COPS Office. If the SPOC requires a copy of the proposal, the applicant should still send the original and two copies to the COPS Office.



Audit Requirement

State and local units of government, nonprofit organizations, and institutions of higher education that receive COPS grant awards and expend \$300,000 or more during the grantee's fiscal year are required to arrange for, and have conducted, audits that comply with OMB Circular A133, as amended. These audit reports are due within nine months after the end of the organization's fiscal year.

Civil Rights

All recipients of Federal award funds are required to comply with nondiscrimination requirements contained in various Federal laws. All applicants should consult the one-page Assurances Form to understand the applicable legal and administrative requirements.

Suspension or Termination of Funding

The COPS Office may suspend, in whole or in part, or terminate funding for, or impose other sanctions on, an awardee for the following reasons:

- Failure to comply substantially with the requirements or statutory objectives of the Public Safety Partnership and Community Policing Act of 1994, program guidelines issued thereunder, or other provisions of Federal law;
- Failure to make satisfactory progress toward the goals or strategies set forth in this application;
- Failure to adhere to award agreement requirements or special conditions;
- Proposing substantial plan changes to the extent that, if originally submitted, would have resulted in the application not being selected for funding;
- Failure to submit reports;
- Filing a false certification in this application or other report or document; or
- Other good cause shown

Prior to the imposition of sanctions, the COPS Office will provide reasonable notice to the awardee of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in DOJ regulations in 28 CFR Part 18.



Monitoring and Reporting Requirements

All successful grantees will be required to participate in the grant monitoring activities of the COPS Office. The monitoring process may include the submission of written reports, and telephone and/or site reviews concerning the financial administration of the grant and the progress toward achieving the applicant's fellowship plans. Program advisors and auditors will be particularly interested in assuring that the tasks completed are consistent with the applicant's proposal and final grant award or cooperative agreement.

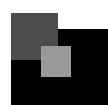
Evaluation Requirements

If applicable, applicants are urged to incorporate an evaluation component into their applications.

Paperwork Reduction Act Notice

The public reporting burden for this collection of information is estimated to be up to 22 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue NW, Washington DC 20530; and to the Public Use Reporting Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington DC 20503.

You are not required to respond to this collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection of information is 1103-0051; expiration date 11/30/2001.



Intergovernmental Review Process

Executive Order 12372 requires applicants from state and local units of government, or other organizations or individuals providing service within a state, to submit a copy of the application to the state Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. Before the application due date, you must contact your state SPOC to find out if this program has been selected for review and comply with the state's process under Executive Order 12372.

Whether or not your SPOC requests a copy of your application, the original signed application and two copies should be returned to the COPS Office.

The Catalog of Federal Domestic Assistance references for this program are number 16.710, "Public Safety and Community Policing Grants."

A current list of state SPOCs is set forth below.*

Arizona

Joni Saad
Arizona State Clearinghouse
3800 N. Central Avenue
Fourteenth Floor
Phoenix, Arizona 85012
Telephone: (602) 280-1315
FAX: (602) 280-8144

Arkansas

Mr. Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
1515 W. 7th St., Room 412
Little Rock, Arkansas 72203
Telephone: (501) 682-1074
FAX: (501) 682-5206

*In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," this listing represents the designated state Single Points of Contact. The Office of Management and Budget point of contact for updating this listing is: Donna Rivelli (202) 395-5090. The states not listed no longer participate in the process. These include: Alabama, Alaska, American Samoa, Colorado, Connecticut, Kansas, Hawaii, Idaho, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, Ohio, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia and Washington. This list is based on the most current information provided by the states. Informational changes or apparent errors should be provided to the Office of Management and Budget and the state in question. Changes to the list will only be made upon formal notification by the state. Also, this listing is published biannually in the Catalogue of Federal Domestic Assistance.



California

Grants Coordinator
Office of Planning & Research
1400 Tenth Street, Room 250
Sacramento, California 95812-3044
Telephone (916) 445-0613
FAX (916) 323-3018

Delaware

Francine Booth
State Single Point of Contact
Executive Department
Thomas Collins Building
P.O. Box 1401
Dover, Delaware 19903
Telephone: (302) 739-3326
FAX (302) 739-5661

District of Columbia

Charles Nichols
State Single Point of Contact
Office of Grants Mgmt. & Dev.
717 14th Street, N.W., Suite 1200
Washington, D.C. 20005
Telephone: (202) 727-6537
FAX (202) 727-1617

Florida

Florida State Clearinghouse
Department of Community Affairs
2555 Shumard Oak Blvd.
Tallahassee, Florida 32399-2100
Telephone: (850) 922-5438
FAX (850) 414-0479

Georgia

Debra Stephens
Coordinator
Georgia State Clearinghouse
270 Washington Street, S.W., 8th Floor
Atlanta, Georgia 30334
Telephone: (404) 656-3855
FAX (404) 656-7901



Illinois

Mrs. Virginia Bova
State Single Point of Contact
Illinois Department of Commerce and Community Affairs
James R. Thompson Center
100 West Randolph, Suite 3-400
Chicago, Illinois 60601
Telephone: (312) 814-6028
FAX: (312) 814-1800

Indiana

Frances E. Williams
State Budget Agency
212 State House
Indianapolis, Indiana 46204-2796
Telephone: (317) 232-5619
FAX: (317) 233-3323

Iowa

Steven R. McCann
Division for Community Assistance
Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, Iowa 50309
Telephone: (515) 242-4719
FAX: (515) 242-4809

Kentucky

Ronald W. Cook
Office of the Governor
Department of Local Government
1024 Capitol Center Drive, Suite 340
Frankfort, Kentucky 40601-8204
Telephone: (502) 573-2382
FAX: (502) 573-2512

Maine

Joyce Benson
State Planning Office
184 State Street
State House Station #38
Augusta, Maine 04333
Telephone: (207) 287-3261
FAX: (207) 287-6489



Maryland

William G. Carroll
Manager, Plan & Project Review
Maryland Office of Planning
301 W. Preston Street- Room 1104
Baltimore, Maryland 21201-2365
Staff Contact: Linda Janey
Telephone: (410) 767-4490
FAX (410) 767-4480

Michigan

Richard Pfaff
Southeast Michigan Council of Governments
660 Plaza Drive, Suite 1900
Detroit, Michigan 48226
Telephone: (313) 961-4266
FAX (313) 961-4869

Mississippi

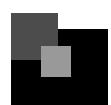
Cathy Mallette
Clearinghouse Officer
Department of Finance and Administration
550 High St.
303 Walter Sillers Bldg.
Jackson, Mississippi 39202-3087
Telephone: (601) 359-6762
FAX (601) 359-6758

Missouri

Lois Pohl
Federal Assistance Clearinghouse
Office of Administration
P.O. Box 809
Room 760, Truman Building
Jefferson City, Missouri 65102
Telephone: (314) 751-4834
FAX (314) 751-7819

Nevada

Department of Administration
State Clearinghouse
Capitol Complex
Carson City, Nevada 89710
Telephone: (702) 687-4065
FAX (702) 687-3983



New Hampshire

Jeffrey H. Taylor

Director, Office of State Planning

Attn: Intergovernmental Review Process

Mike Blake

2 1/ 2 Beacon Street

Concord, New Hampshire 03301

Telephone: (603) 271-2155

FAX (603) 271-1728

New Mexico

Nick Mandel

State Budget Division

Room 190 Bataan Memorial Building

Santa Fe, New Mexico 87503

Telephone: (505) 827-3640

Fax (505) 827-4948

New York

New York State Clearinghouse

Division of the Budget

State Capitol

Albany, New York 12224

Telephone: (518) 474-1605

FAX (518) 486-5617

North Carolina

Chrys Baggott, Director

N.C. State Clearinghouse

Office of the Secretary of Admin

116 West Jones Street, Suite 5106

Raleigh, North Carolina 27603-8003

Telephone: (919) 733-7232

FAX (919) 733-9571

North Dakota

North Dakota Single Point of Contact

Office of Intergovernmental Assistance

600 East Boulevard Avenue

Bismarck, North Dakota 58505-0170

Telephone: (701) 328-2094

FAX (701) 328-2308



Rhode Island
Kevin Nelson
Review Coordinator
Department of Administration
Division of Planning
One Capitol Hill, 4th Floor
Providence, Rhode Island 02908-5870
Telephone: (401) 222-2656
FAX (401) 222-2083

*Please direct correspondence and questions to: Review Coordinator,
Office of Strategic Planning*

South Carolina
Omega Burgess
State Single Point of Contact
Grant Services
Office of the Governor
1122 Lowndes Street, 12th Floor
Columbia, South Carolina 29201
Telephone: (803) 734-0494

Texas
Tom Adams
Governor's Office
Director, Intergovernmental Coordination
P.O. Box 12428
Austin, Texas 78711
Telephone: (512) 463-1771
FAX (512) 463-1888

Utah
Carolyn Wright
Utah State Clearinghouse
Office of Planning and Budget
Room 116 State Capitol
Salt Lake City, Utah 84114
Telephone: (801) 538-153
FAX (801) 538-1547

West Virginia
Fred Cutlip, Director
Community Development Division
West Virginia Development Office
Building #6, Room 553
Charleston, West Virginia 25305
Telephone: (304) 558-4010
FAX (304) 558-3248



Wisconsin

Jeff Smith

Section Chief, State/Federal Relations
Wisconsin Department of Administration
101 East Wilson Street, 6th Floor
P.O. Box 7868
Madison, Wisconsin 53707
Telephone: (608) 266-0267
FAX: (608) 267-6931

Wyoming

Matthew Jones

State Single Point of Contact
Office of the Governor
200 West 24th Street
State Capitol, Room 124
Cheyenne, Wyoming 82002
Telephone: (307) 777-7446
FAX: (307) 632-3909

Territories:

Guam

Mr. Giovanni T. Sgambelluri, Director
Bureau of Budget & Management Research
Office of the Governor
P.O. Box 2950
Agana, Guam 96910
Telephone: 011-671-472-2285
FAX: 011-671-472-2825

Northern Mariana Islands

Mr. Alvaro A. Santos
Executive Officer
Office of Management and Budget
Office of the Governor
Saipan, MP 96950
Telephone: (670) 664-2256
FAX: (670) 664-2272
Contact Person: Ms. Jacoba T. Seman
Federal Programs Coordinator
Telephone: (670) 664-2289
FAX: (670) 664-2272



Puerto Rico

Norma Burgos/ Jose E. Caro
Chairwoman/ Director
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
PO. Box 41119
San Juan, Puerto Rico 00940-1119
Telephone: (809) 727-4444
 (809) 723-6190
FAX: (809) 724-3270
 (809) 724-3103

Virgin Islands

Nellon Bowry
Director, Office of Management & Budget
No. 41 Norragade Emancipation Garden Station, Second Floor
Saint Thomas, Virgin Islands 00802
Please direct all questions and correspondence about intergovernmental review to:
Linda Clarke
Telephone: (809) 774-0750
FAX: (809) 776-0069





FOR MORE INFORMATION:



U.S. Department of Justice
Office of Community Oriented Policing Services
1100 Vermont Avenue, NW
Washington D.C. 20530

To obtain details on COPS programs, call the
U.S. Department of Justice Response Center at 1.800.421.6770.

Visit the COPS internet web site:
www.usdoj.gov/cops